Degree Progress Information

If you are graduating this semester, make note that the ‘Degree Candidate Check-Out’ milestone will be completed by the Graduate School after final grades have been posted. There is no action needed on your side for this step. Continue to check your Milestones to monitor the progress of your degree documents. This can be accessed through your MyLSU account under the Student Services tab.

Reminder regarding Probation and Funding
If you are a graduate assistant, fellow or receive a tuition award and are on probation after the Fall semester, your academic department (and your employing department, if it is different from your academic department) must petition on your behalf to retain that funding. Per PS-21, students may be eligible for a one-time grace to retain their funding while on probation if the petition is approved. The Graduate School will contact students and departments directly if a petition is required to retain funding. Prompt attention should be paid to this notification in order to continue on funding for the Spring semester.

Fee Bill Issues
Each semester the Graduate School receives many questions regarding fee bills. Often, the answers are very straightforward. Please see the FAQs below if you find you are having a question about your Spring 2019 fee bill.

Q: My graduate assistantship/fellowship/tuition award tuition exemption has not posted to my account. What do I do?  
A:  
1. Check to make sure you are registered full time as most awards will not apply to your account until you are registered full time. Full time is 9 hours in the Fall and Spring Semesters and 6 hours in the Summer. In addition, if you drop below full time at any point in the semester, you are no longer eligible for that funding.  
2. Check to see that you have fully submitted your registration. If your balance is zero. You are still required to complete registration by selecting the Complete Registration button on myLSU > Registration Services > Fee Bill. Completing registration will prevent your course reservations from being dropped from your schedule.  
3. Were you just hired or re-appointed in Workday? Once all approvals are in place for your hire/job continuation, the system must update overnight before your
Q: I cannot complete registration. What do I do?  
A: Check to see if you have any holds on your account such as a missing Immunization Record or other required document. You must resolve all holds before registration can be finalized.

Q: I’m graduating in May and only need part-time hours. Can I continue to work as a graduate assistant?  
A: All Graduate Assistants must be enrolled full time at all times. You cannot be employed as a GA if you are degree only or enrolled part-time.

Q: What is the difference between Deferred Payment and Payroll Deduction for my fees?  
A: Choose Payroll Deduction if you want the fees deducted from your monthly pay. However, if you want to pay LSU through your billing statement (not deducted from monthly pay), you would choose Deferred Payment. You can find these options on myLSU>Registration Services>Defer Pymt/Payr Deduct. Please note that you must select the payroll deduction option each semester.

Q: I filed the insurance waiver with Gallagher Insurance but the insurance fee is still on the Fee bill. What do I do?  
A: If you filed a waiver with Gallagher to remove your International Student insurance, allow ten business days for the fee to be removed.

Q: I have a GA but it is only 10 hours per week. Do I get a tuition exemption?  
A: Graduate Assistants with a 10 hour commitment receive a waiver of the non-resident fee. Graduate Assistants with a 20 hour commitment receive the tuition exemption in addition to the non-resident fee waiver.

Q: How long do I have to be on an assistantship to get my non-resident and/or tuition waiver?  
A: Graduate assistants must be actively working and employed until the following dates to receive the full tuition exemption and/or non-resident fee waiver: March 2nd for spring, July 2nd for summer, and October 2nd for fall.

Professional Development Opportunities

LSU Curriculum Camp is a graduate student conference that takes place on February 22-23, 2019. The conference is accepting proposals now until December 10th. All graduate students are welcome to submit proposals. Curriculum Camp serves as an annual international conference for graduate students, organized and hosted by LSU students enrolled in the Curriculum Theory Project. More information here.

Contact: ctgsc.lsu@gmail.com (The Curriculum Theory Graduate Student Collaborative)
The Comparative Literature Program is now accepting abstracts and panel proposals through December 15, 2018 for the 3rd Annual Languages and Literature Conference which will be held in the LSU Women’s Center March 29 – 30, 2019. This conference is open to Graduate and Undergraduate participants in all disciplines. We encourage submissions that address the conference theme of Home, Community, and Culture through literature, film, music, performance, etc. Abstracts of 300 – 500 words should be sent as Word Documents to clgalsu@gmail.com by Dec. 15th. More information is available by visiting: https://www.lsu.edu/hss/complit/clga2019.php

This year’s annual Faculty colloquium, featuring Dr. Ken Bain, will be held on Thursday, January 3, 2019 from 9 a.m. – 1 p.m. at the Lod Cook Alumni Center. The keynote address will draw from the speaker’s 15-year study of effective teaching in the university setting. The follow-up interactive workshop will focus on implementation of teaching approaches. Lunch will be provided and will include the opportunity for an informal Q&A session with Dr. Bain.

Space is limited, so please make sure to register.

The first of the Spring CIRTL (Center for the Integration of Research, Teaching and Learning) events are now posted. These event are specifically designed for graduate students and Post-docs. The events include:

Getting Ready To Teach in the American Classroom: Building Rapport and Effective Communication Skills, February 6, 2019. Register Here

Teaching with Technology, February 28, 2019. Register Here

Information about other workshops, courses and events can be found at Spring 2019
Events

The Office of Multicultural Affairs’ LGBTQ+ Project and Safe Space Campaign announces their General Training Sessions for the Spring 2019 semester! Due to increased interest we will be offering four general sessions next semester with two timeframe options:

Fri. January 18 – 10a to 2p in the AACC
Wed. February 20 – 12p to 4p in the Union Capital Chamber Room
Wed. March 20 – 10a to 2p in the AACC
Fri. Apr. 12 – 12p to 4p in the AACC

The goal of the Safe Space Campaign is to identify and educate individuals who will affirm and support all people regardless of sexual orientation and gender identity/expression. People displaying the Safe Space symbol are committed to combating hatred and discrimination through assistance and support. **The Safe Space Training is four hours long.** In the training you will learn some basic LGBTQ+ terminology and ways to make your language more inclusive, identify some of the privileges of straight non-transgender persons, discuss the coming out process, and go over some ways that you can be a better ally to LGBTQ+ students on your campus. Register at lsu.edu/lgbtqproject and email lgbtqproject@lsu.edu with any questions. We look forward to seeing you there!

Funding Opportunities

The Graduate School will have openings for graduate assistants in various departments for the Spring Semester. These assistantships will be in the areas of admissions, academic services, customer service, and administration. For further details and to apply, please visit the Graduate School's InfoReady portal.
The Graduate School is seeking applications for the **Prestigious Fellowship Enhancement Awards**. These awards will be granted to graduate student recipients of national or international fellowships from organizations outside of the LSU system in order to make these prestigious fellowships more competitive with graduate assistantships on campus. The program will also promote an entrepreneurial spirit among existing graduate students by encouraging them to apply for national or international fellowships outside of the LSU system. Students will apply directly to the Graduate School for these awards, which will primarily be used to fund educational costs not covered by the competitive fellowship.

Note: Students who have an assistantship, award, or fellowship through LSU do not qualify for this award. This is a supplemental award for independent national and international fellowships awarded directly to graduate students by the funding agency. This is not a stipend. The Prestigious Fellowship Enhancement Awards will be in one of the following three categories:

1) tuition awards (up to $10,000 per year);
2) non-resident fee awards (up to $20,000 per year);
3) research support awards (up to $5,000 per year).

The actual amount of each award will be the remainder of charges after all other fellowships/awards are applied, up to the maximum amount listed above.

The Prestigious Fellowship Enhancement Awards are available for one year and may be renewable, contingent upon satisfactory progress towards the degree. The Award may not exceed four years of total funding.

Please go to the Graduate School’s [InfoReady portal](#) for further details and to apply.

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International students: please check for information about jobs in the US on the [Career Services website](#).

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The **LSU Office of Strategic Initiatives (OSI)** leads and coordinates efforts to assist in raising LSU’s academic standing among its peers through competitive and outstanding achievements by students, staff, and faculty. Our core mission is to prepare the next generation of science, technology, engineering, and mathematics (STEM) leaders. Through multifaceted initiatives, OSI assists the Office of Academic Affairs in creating and implementing programs that enhance the diversity of students and faculty. This position will aid the LS-PAC MODELS Program Director who is charged with directing and managing an NSF-funded mentoring center, dissemination of this program data, and operational procedures.

**ASSISTANTSHIP DUTIES:**
- Develop Application (APP) for LS-PAC MODELS mentoring network
- Develop LS-PAC MODELS website
- Engage LSAMP institutions within the southeastern region via a mentoring network
- Assist with the process of collecting and analyzing data across participating LSAMP Institutions
- Assist with preparing quarterly data reports for the program director
- Assist with reporting and dissemination of Center data
- Assist with developing written materials and documentation related to Center activities
- Assist in developing and managing the website, database, and social media
- Assist in developing, organizing, and maintaining data files and records in multiple formats
Assist the program director and PAC MODELS leadership team as needed.

Develop testing tools for that monitor the ongoing Center performance.

Assist in developing and maintaining APP and website developmental policies and protocols.

To apply, email sbacchus@lsu.edu with a your resume and a letter of recommendation.

The LSU College of Human Sciences & Education is seeking an energetic, personable, and creative student to work in a collaborative, productive environment. Though the focus is on Marketing & Communications, the position is open to any graduate student who has design and videography skills.

The position is 20 hours per week, housed at the University Laboratory School. Salary information available at interview. Position builds resume/portfolio in the areas of development, advertising, marketing, public relations, content management solutions, media and graphic design. This assistantship will give you “real world” experience while also building soft and technical skills.

Interested applicants should email a cover letter and resume to Aimée Frierson, Associate Director of Development for Annual Giving, University Laboratory School at afriers@lsu.edu.

The LSU College of Science is looking to hire four graduate students to assist with data entry in LSU’s Faculty360 system. LSU Faculty360 is an online software solution for vita management. It allows for robust faculty activity data collection, maintenance and reporting on the teaching, research and service activities of LSU’s faculty.

This Graduate Student Worker role will assist with inputting data from faculty C.V.s (similar to resumes) into the Faculty360 system. On-the-job training and step-by-step guides on how to use the system and enter data will be provided. We encourage all interested and eligible students to apply!

How to apply: Submit an application online in LSU’s Handshake system.

The College of Engineering is seeking a Graduate Assistant. The assistantship is working for Dr. Craig Harvey, Associate Dean of Academic Affairs in the College of Engineering as his Administrative Coordinator. We are seeking someone who is available to start in January 2019. Any interested graduate students can email us at coeasscdean@lsu.edu.